Release Notes

Federal Acquisition Service (FAS)

Regional Business Application (RBA)

Software Version 10.5.0

Prepared for GSA GWAC Center Users by TechFlow, Inc.

Version 1.0

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Table of Contents

List of Figures

TASK TITLE: General Services Administration (GSA) Regional Business Application
                                    (RBA) Project
DOCUMENT TITLE: Government-Wide Acquisition Contracts Management Module (GWAC
                                    MM) V10.5.0 Release Notes
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1   TASK REQUIREMENTS

Task Client

General Services Administration (GSA)
Federal Acquisition Service (FAS)
Office of the Chief Information Officer
2100 Crystal Drive, Rm 11052
Arlington, VA 22202

Introduction

The following Release Notes describe content to be delivered through enhancements to the GWAC
Management Module software.

Purpose

The main purpose for this release is to update functionality in the RBA to implement enhanced
functionality to the GWAC MM which will be accomplished through the following Change Requests:

GWAC:
- CHG44774: Attachment Field On Contractor Section of Supporting Order Data Form
- CHG59493: Estimated Ultimate Completion Date Field
- CHG59492: Contractor Order Closed Out Notification Field
- CHG59486: Allow Excel Date Format When Uploading Purchase Data
- CHG64660: GWAC Email Modifications

2 UPDATES INCLUDED IN GWAC

This section provides details on enhancements implemented in the GWAC MM

2.1 CHG44774 –Attachment Field on Contractor View of Supporting Order Data Form

This change provides contractors the ability to view and create attachments in the Supporting Order Data section of a GWAC Order. Previously, contractor users were unable to access Supporting Order Data. The Supporting Order Data section is located between the Purchase Data section and the CAF Payment Data section on the Order Data page.

Purchase Data (add)

34 items found, displaying 1 to 10.[First/Prev] **1**, 2, 3, 4 [Next/Last]

Purchase Data #	Date	Amount
123	04/27/2007	($14,128.69)
123	05/18/2007	$2,923.64
123	06/05/2007	($47,145.88)
123	08/10/2007	$68,601.83
123	08/31/2007	$68,601.83
123	10/03/2007	$80,884.37
123	11/03/2007	$70,268.50
123	11/30/2007	$71,662.76
123	01/07/2008	$73,758.77
123	01/31/2008	$75,547.90

Supporting Order Data

Date Created	Created By
11/28/2007	Initial Data Import

CAF Payment Data (Estimated Payment: $16,747.10)

One item found.

Figure 1: Supporting Order Data Section (Contractor View)

Upon accessing a particular Supporting Order Data entry, contractors now have the ability to "view"-detailed Supporting Order Data information. Additionally, contractors are now able to add/remove attachments.

Figure 2: Supporting Order Data w/ Add/Remove Button Highlighted (Contractor View)

By clicking on the "Add/Remove Attachments" Button (as displayed in figure 2), the contractor user will be routed to an attachment form where they will have the capability to upload up to 6 files at a time for the order.

Contractors are able to upload the following file types: excel, word document, adobe pdf, and plain text. Clicking the "Return to Form" button automatically uploads the specified attachments.

Figure 3: Attachments Screen (Contractor View)

A delete check box has been provided on each uploaded attachment to allow contractor users the ability to remove attachments that have been added either by themselves or by other contractors having access to the same order.

This action can be performed by selecting the delete checkbox for a given attachment and clicking on the "Return to Form" button. Contractors will only be displayed attachments they are allowed to remove, therefore prohibiting them from removing attachments added by OCOs or PCOs.

2.2 CHG59493 – Estimated Ultimate Completion Date Field

This change enables contractors to populate a new "Estimated Ultimate Completion Date" field on GWAC orders. This field is located on the Order Data form between the "Period of Performance" and "Award Date" fields. This field can also be viewed on the order's Supporting Order Data form.

Figure 4: Estimated Ultimate Completion Date Field (Contractor View)

This date field can only be populated when the order is in edit mode, and can be manually entered by the user (in MM/DD/YYYY format), or populated via the calendar date picker located to the right of the field

The "Estimated Ultimate Completion Date" field is a required field and must be populated to save either an existing or new order.

2.3　CHG59492 – Contractor Order Closed Out Notification Field

This change provides contractors with the ability to populate a new "Closed Out" field on GWAC orders. The "Closed Out" field is located on the Order Data form after the "Initial Obligated/Funded Amount" field. This field can also be viewed on the order's Supporting Order Data form.

Figure 5: Closed Out Field (Contractor View)

The "Closed Out" field allows contractors to indicate whether an order has been completed. It also allows contractors to specify when the order was completed.
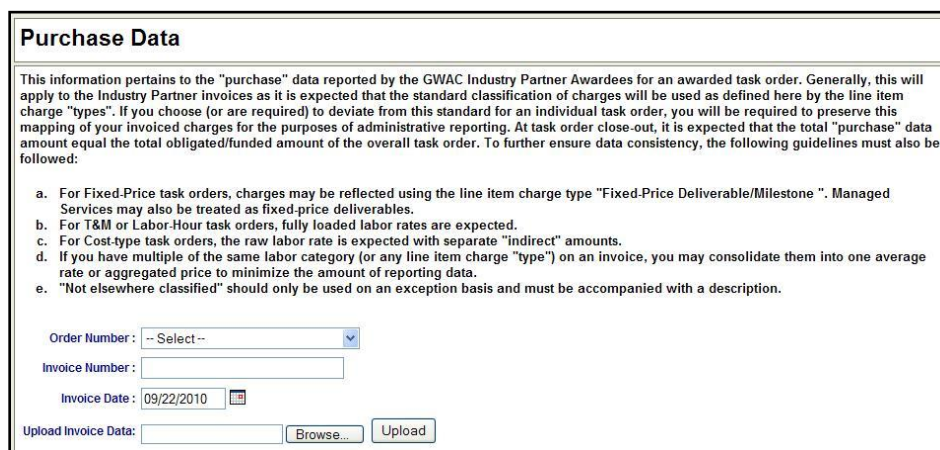

Figure 6: Closed Date Field

The "Closed Out Date" field will become mandatory upon checking "Yes" in the "Closed Out" check box.

Contractor users will not have the ability to save a closed out order if a corresponding "Closed Out Date" has not been set.

The order's associated PCO(s), based on the orders Contract Family, will receive an automated email when the order's "Closed Out" status has been changed. The textual representation for this email is provided in the Appendix for email modifications.

2.4   CHG59486 – Excel Date Format When Uploading Purchase Data

This change enables contractors the ability to upload purchase data with excel-formatted dates. Previously, the system disallowed excel-files that contained dates in an excel format.

Figure 7: Upload Purchase Data Functionality (No User Interface Changes)

The following excel date formats are now accepted.

- January 1, 2010
- 1/1/2010
- Friday, January 01, 2010
- 1/1/10
- 01/01/10
- 01-01-2010
- 1-Jan-10
- 01-Jan-10
- 1/1/10 12:00 AM
- 1/1/10 0:00
- 01-Jan-2010

2.5   CHG64660 – GWAC Email Modifications

Several GWAC emails have been discontinued as a part of this change. The following OCO-directed emails have been deprecated:

- "FYI: GWAC Management Module Order Mod Created"
- "FYI: GWAC Management Module DPA Request Approved"
- "ACTION: GWAC Management Module Order Package Created"

Additionally, 2 existing emails have been modified so that they are sent to a specific PCO based on the order's contract family.

All impacted emails have been listed in the Appendix for email modifications.

3 FOLLOW-ON SUPPORT

If assistance is needed with the GWAC MM, users are encouraged to call 1 (877) 243-2889, option 1.

4   APPENDIX – EMAIL MODIFICATIONS

4.1   Order Closed Out Email

Subject: FYI: Closed Date Change for task order xxxxx

This e-mail is to notify the GSA Office of GWAC Programs that XYZ Company has changed the Closed Date for task order xxxxx awarded against the FAS Alliant GWAC from _____ to _____.

4.2   Emails to Disable

Actionable email notification sent to an OCO and CC'd to their peers (if selected) that request the provision of supporting order data.

Subject: " ACTION: GWAC Management Module Order Package Created"

According to our records, you have awarded the following task order under the GSA @CONTRACT_FAMILY@ Government-Wide Acquisition Contract (GWAC):

Order Number: @ORDER_NUMBER@

Awarded To: @CONTRACTOR_COMPANY@

As per the terms of your Delegation of Procurement Authority (DPA), you are required to provide additional supporting information regarding your task order(s) as described in Attachment A of the DPA.

You may do this directly by using the link below to access the appropriate form (you may be required to log in first)@SUPPORTING_ORDER_DATA_URL@ or you may also access the same form by logging into your account at http://itss.gsa.gov and clicking on the appropriate "action item" in your "inbox." If you are not the Ordering Contracting Officer (OCO), the form may also be used to indicate this by requesting that the record be reassigned.

If you've designated peers within the system to handle this function on your behalf, those users have been CC'd on this email and may also use the above link to access the appropriate form.

We are working hard to minimize the impact of these administrative reporting requirements to you. Your continued participation is greatly appreciated as we optimize our processes and system capabilities. If you have any questions regarding this request, please contact us using the information on our website at http://www.gsa.gov/gwacs.

The Office of GWAC Programs is a key component of the Integrated Technology Services (ITS) portfolio within the GSA Federal Acquisition Service (FAS) organization. To learn more about FAS, please visit http://www.gsa.gov/fas.

Informational email notification sent to an OCO and CC'd to their peers (if selected) informing them that a contractor has reported an order mod and the supporting order data may need to be updated.

Subject: "*FYI: GWAC Management Module Order Mod Created*"

According to our records, you have issued a modification for the following task order under the GSA @CONTRACT_FAMILY@ Government-Wide Acquisition Contract (GWAC):

Order Number: @ORDER_NUMBER@

Awarded To: @CONTRACTOR_COMPANY@

This notification complements the e-mail you received when this task order was initially reported/updated with you as the Ordering Contracting Officer (OCO) to remind you to provide additional supporting information as per the terms of your Delegation of Procurement Authority (DPA).

This notification is provided as an FYI in case any of that supporting information has changed as part of the modification. If so, please update our records. You can access the appropriate form directly by using the link below (you may be required to log in first)

@EXISTING_SUPPORTING_ORDER_DATA_URL@

If you are no longer the Ordering Contracting Officer (OCO), the form may also be used to indicate this by requesting that the record be reassigned.

If you've designated peers within the system to handle this function on your behalf, those users have been carbon copied on this email and may also use the above link to access the appropriate form.

We are working hard to minimize the impact of these administrative reporting requirements to you. Your continued participation is greatly appreciated as we optimize our processes and system capabilities. If you have any questions regarding this notice, please contact us using the information on our website at http://www.gsa.gov/gwacs.

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Informational email notification with an attached (read-only) DPA certificate sent to an OCO once a PCO has approved their delegation request.

Subject: "FYI: GWAC Management Module DPA Request Approved"

This email is to notify you that your request for Delegation of Procurement Authority (DPA) has been approved! This means that you are now authorized to begin issuing task orders against the GSA @CONTRACT_FAMILY@ Government-Wide Acquisition Contract (GWAC) in accordance with the terms and conditions of the DPA.

A copy of the DPA has been included as an attachment to this e-mail for your records.

If you have any questions about this DPA or about our program in general, please contact us using the information on our website at http://www.gsa.gov/gwacs.

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4.3   Emails Where the Recipient List Will be Changed

Actionable email notification sent to PCOs when an agency user has submitted a delegation request.

Subject: ACTION: GWAC Management Module DPA Request Notice for Contract Family "XXXXXX"

This email is to notify the GSA Office of GWAC Programs that XXXXXX from XXXXXX has submitted a request for Delegation of Procurement Authority (DPA) for the XXXXXX GWAC.

Before the request can be approved, you must complete the following actions.

1. Obtain a copy of their Contracting Officer's Warrant.

2. Ensure that they have received the requisite training.

To approve this request, log in to your account at http://itss.gsa.gov and click on the appropriate "action item" in your "inbox."

Notification sent to PCOs when an award order is entered into the system with an OCO that has not been registered in the GWAC Post-Award Management Module.

Subject: FYI: GWAC Management Module Order Package Created - Without Contract Delegation

This e-mail is to notify the GSA Office of GWAC Programs that XXXXXX has reported that XXXXXX is the Ordering Contracting Officer

(OCO) for task order XXXXXX awarded on XXXXXX against the XXXXXX GWAC who does not appear to have an approved Delegation of Procurement Authority (DPA) for that contract. Please investigate this discrepancy and take appropriate action as necessary.